

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division

DATE: 2 August 1963

FROM : Chief, Mail and Courier Branch

SUBJECT: Monthly Activity Report - Mail and Courier Branch

## 1. GENERAL

### a. Special Services Provided by the Mail and Courier Branch.

1094 requests for special service during July 1963. 263 of these requests were incorporated into regularly scheduled runs.

### b. Additional Courier Service Requirements

25X1A9a In response to a request from [REDACTED], Administrative Officer, ADPS Courier Service was extended, on 8 July 1963, to an element of the Automatic Data Processing Staff that is presently quartered in the 1900 Wing of Quarters Eye. A mail pick-up and delivery point has been established in room 1901 Quarters Eye.

25X1A9a Pursuant to a request from [REDACTED], Courier Service was extended on 22 July 1963 to The Map Library Division of the Office of Research and Reports at their new location at Building [REDACTED]

25X1A9a At the request of [REDACTED] Chief, Far East Division, DD/P the Mail and Courier Branch concluded arrangements to provide [REDACTED]. This service,

25X1A6a 25X1C which may involve two or three deliveries daily, was initiated on 22 July 1963.

### c. Operation of Conveyor and Tube Systems

The percentage of use of the three pneumatic tube systems will be based upon the physical capability of an individual to handle one carrier every 10 seconds rather than the mechanical capability of the systems to handle one carrier every 3 seconds. For example the "A" system has two monitors, each of which will handle one carrier every ten seconds. For a period of 22 working days and a capacity of handling 126,720 carriers, the percentage of use would be 67.2.

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The "B" System capacity of 63,360 carriers handled during the same period would reflect an usage of 31.1 percent.

The "C" System cannot be calculated as accurately, as the reject station is in the CIA watch office and the carrier reject count is taken from this point. However, using the total count of reject and usage not taken from reject would reflect 10.5.

The A system received 85151 carriers.

The B system received 19749 carriers.

The C system received 6139 carriers.

During the month of July 1963, 96 request for service were received by the Carrier Maintenance Section. 212 carriers were repaired and 22 blocked line were cleared.

The blocked line condition showed an increase due to modification of the tube system in the AB exhaust room. While cutting an opening through the wall for an access door foreign material fell into the trunk line from the monitor, preventing the carriers from passing through.

In response to a request from the DD/R the Carrier Maintenance Section, M&CB/LSD successfully completed the move of pneumatic tube station BY-A (Room 2F-24 B system) to CZ-A (Room 2F-39 Csystem). This project which began on 22 July 1963 was completed on 29 July 1963.

Pursuant to specific requests from the using components, pneumatic tube stations DU-5, EW-6, and DU-4 were deactivated.

## 2. OTHER ITEMS OF INTEREST

### a. New employees assigned to the Mail and Courier Branch.

Four couriers were assigned to this Branch during the month of July 1963. One resigned to accept employment with GSA. One courier transferred to another component of the Agency.

### b. Installation of Fluoroscope Machine in R and S Building

There has been no change in the status of the Fluoroscope Machine in 1231 R and S Building. TSD has returned the machine to this Office but no results of the tests they were supposed to have performed have been forwarded to this Office as of this date.

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